



**Your *Workstation* Installation Team**

**Federal Small Business**

**CCR Registered**

**ORCA Certified**

**CAGE # 5GMV8**

## **COMPREHENSIVE FURNITURE MANAGEMENT SERVICES**

# **ANDRIAN**

dba **STATIONS**

**A FEDERAL SMALL BUSINESS**

## **GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE**

### **CONTRACT # GS-29F-0018W**

### **COMPREHENSIVE FURNITURE MANAGEMENT SERVICES 71 II K – CFMS**

<b>SIN # 712 - 1</b>	<b>PROJECT MANAGEMENT ( Furniture / Furnishings Related )</b>
<b>SIN # 712 - 2</b>	<b>ASSETS MANAGEMENT ( Furniture / Furnishings Related )</b>
<b>SIN # 712 - 3</b>	<b>RECONFIGURATION / RELOCATION MANAGEMENT</b>
<b>SIN # 712 - 4</b>	<b>FURNITURE DESIGN / LAYOUT</b>
<b>SIN # 712 - 6</b>	<b>ASSETS MAINTENANCE ( Furniture / Furnishings Related )</b>

**Period Covered by Contract – March 15, 2010 through March 15, 2015**

**WEBSITE: [www.gostations.com](http://www.gostations.com)**

# **CUSTOMER INFORMATION**

## **CORPORATE HISTORY**

**ANDRIAN** was officially documented on February 10, 1997 as a result of the two owners, Brian Fajardo and Andrew Lanier wanting to utilize their combined knowledge, experience, relationships and previous opportunities to work together to establish a premier service company. Stations ( actual dba ) has grown over the last fourteen years to become a major force in Northern California in the furniture, fixtures, and equipment installation business.

Originally based in San Jose, CA and still the Headquarters location, Stations expanded to Sacramento in 2006. Numerous relationships with major and small emerging furniture dealers in addition to many direct clients has allowed the organization to grow a service TEAM over forty-eight employees. In fact, frontline service providers now number over 39.

The significant growth has been built on the development of an astute and dedicated Management TEAM. Another major influence on the growth has been the ethical and professional approach maintained and supported by the owners that affects all relationships with employees and especially customers. Personal integrity and forthrightness in all business relationships has been encouraged consistently from the top to the frontline providers.

The normal challenges of managing a business coupled with the demands of providing human based services that require so much knowledge, prior experience, and diligence has inspired many standards within the Team. The development of training modules, job performance procedures, and production measurements has given the customers increased value that exceeds the customary comparison of hourly rates as the only means to measure vendor value. Reputation and referrals are everything in a service business and Andrian is constantly striving to improve their value.

Credibility and value are based upon many factors but most especially experience. Experience for us is having installed furniture, fixtures, and equipment in almost every venue you can imagine. Over the years we have worked in hospitals (some of our largest projects), offices (all types), dorms, schools, universities, clean rooms, libraries, labs, warehouses, airports, and auditoriums to mention a few. We have handled all types of equipment from lab fixtures (i.e. flow chambers), beds, optical tables, to all of the major manufacturers of modular and freestanding furniture. In addition, many of our key leaders in the field started in the office and industrial relocation industry (moving) and advanced with various levels of experience, education, and training to become certified installers. Given that background, we also provide relocation services as a part of this Contract for Comprehensive Furniture Management Services.

We look forward to including you and your organization as one of our many satisfied customers.

# **CUSTOMER INFORMATION**

## **GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED SCHEDULE 71 II K FOR COMPREHENSIVE FURNITURE MANAGEMENT SERVICES**

### **SPECIAL NOTICE TO ALL AGENCIES: SMALL BUSINESS PARTICIPATION**

Andrian dba Stations meets all requirements & qualifications to be a self – declared Small Business according to published standards.

Please consider this information as a tool to meet or exceed established small business goals.

1. Andrian is a self – declared small business according to all Federal definitions.

1a. SIN(s) with descriptions

712 - 1	Project Management ( furniture / furnishings related )
712 - 2	Assets Management ( furniture / furnishings related )
712 - 3	Reconfiguration / Relocation Management
712 - 4	Furniture Design / Layout
712 - 6	Assets Maintenance ( furniture / furnishings related )

1b. Pricing Methodology –

Hourly rates are defined for all levels of service in each SIN with a discount to provide Federal Agencies with the lowest price and “Best Value”. All listed rates are in compliance with the Federal Service Contract ( a derivative of the Davis Bacon Act which applies to all services offered to Federal Agencies ) and all service providers will be compensated according to the defined specifics required for each employee.

1c. All services provided via this Contract will be based upon the posted hourly rates.

1d. We are capable of providing a fixed price for a specific project (SOW) based upon published hourly rates.

2. MAXIMUM ORDER: \$500,000 per single order.

3. MINIMUM ORDER: \$200.00

4. GEOGRAPHIC SCOPE OF SERVICE AREA: All 29 of the most Northern Counties of California and the 4 most North Western Counties of Nevada.

5. POINTS OF PRODUCTION: Two facilities in Northern California – one in San Jose and one in Sacramento.

## **CUSTOMER INFORMATION**

**6. DISCOUNT:** Listed rates include a total 5% discount off of submitted rates and include the IFF.

**7. NO ADDITIONAL DISCOUNTS OFFERED**

**7a. PROMPT PAYMENT:** = Net 30 Days

**7b. QUANTITY:** not applicable beyond minimums and maximums

**8. RESERVED**

**9. ANDRIAN (dba Stations) accepts Federal Government purchase cards.**

**10. TRADE AGREEMENTS ACT of 1979, as amended:** Not applicable as only labor services are provided under this Contract.

**11. TIME OF DELIVERY:** 30 Days (ARO)

**11a. EXPEDITED DELIVERY:** Possible with adequate notice by requesting Agency

**11b. OVERNIGHT AND TWO DAY DELIVERY:** Not applicable

**11c. URGENT REQUIREMENTS:** Possible with call to Operations Manager

**12. F.O.B. point(s):** Destination

**13. ORDERING ADDRESSES:** Either office – San Jose or Sacramento, California

**13b. ORDERING PROCEDURES:** All standard procedures for Agencies as defined in Contract.

**14. PAYMENT ADDRESS:** 490 East Trimble Road, San Jose, CA 95131

**15. WARRANTY PROVISION:** Standard Commercial Service Warranty

**16. EXPORT PACKING CHARGES:** Not applicable

**17. TERMS & CONDITIONS OF GOVERNMENT PURCHASE CARDS:** None apply

**18. TERMS & CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** None

**19. TERMS & CONDITIONS OF INSTALLATION:** As defined by the Contract and the SOW for each order

**20. TERMS & CONDITIONS OF REPAIR PARTS:** Not applicable – service only

**20a. TERMS & CONDITIONS FOR ANY OTHER SERVICES:** Not applicable

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:** Not applicable

# **CUSTOMER INFORMATION**

**22. LIST OF DEALERS: Not applicable**

**23. PREVENTIVE MAINTENANCE: Not applicable**

**24. SPECIAL ATTRIBUTES ( Environmental or otherwise ): Not applicable**

**25. DATA UNIVERSAL NUMBER SYSTEM ( DUNS ) Number – 053637786**

**26. CCR REGISTRATION: ANDRIAN is registered**

**27. CONTRACTOR TASKS / SPECIAL REQUIREMENTS ( C-FSS-370 ) ( NOV 2003 )**

**a. SECURITY CLEARANCES: The Contractor may be required to obtain / possess varying levels of security clearances in the performance of orders issued under this Contract. All associated costs with that request and compliance are factored into the provided price list.**

**b. TRAVEL: The Contractor may be required to travel in performance of orders issued under this Contract. Allowable travel and per diem charges are governed by PUB L. 99-234 and FAR 31, and are reimbursable by the ordering agency or can be priced as a fixed price on orders placed on a GSA MAS Contract. The Industrial Funding Fee does not apply to travel and per diem charges.**

**c. CERTIFICATIONS, LICENSES, AND ACCREDITATIONS: As a commercial practice, the Contractor may be required to obtain / possess any variety of certifications, licenses, and accreditations for specific Federal Service Code classifications. All costs associated with related efforts is factored into the provided price list. As an example, Andrian has a California State Contractor's license ( #825570) for specific requirements to meet certain jurisdictional laws.**

**d. INSURANCE: As a commercial practice, your Contractor may be required to obtain / possess insurance coverage for specific Federal Service Code offered classifications. All associated costs to secure such insurance is factored into the provided price list.**

**e. PERSONNEL: The Contractor may be required to provide key personnel, resumes, or skill descriptions in the performance of orders issued under this Contract. Ordering activities may require Agency approval of additions or replacements to key service providers.**

**f. ORGANIZATIONAL CONFLICTS OF INTEREST: Where there may be a conflict of interest as determined by the Ordering Agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5**

## **CUSTOMER INFORMATION**

- g. DOCUMENTATION / STANDARDS:** The Contractor may be requested to provide services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the Agency's Order.
  - h. DATA / DELIVERABLE REQUIREMENTS:** Any required data / deliverables at the ordering will be as specified or negotiated in the Agency's Order.
  - i. GOVERNMENT FURNISHED PROPERTY:** As specified by the Agency's Order, the Government may provide property, equipment, materials, or resources as necessary.
  - j. AVAILABILITY OF FUNDS:** Many Agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the Contract or any option year. The Government's obligation on orders placed under this Contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering activity's Contracting Officer.
- 28. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to anyone or more delivery orders placed by it under contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4 ( Contract Terms & Conditions – Commercial Items – paragraphs [l] Termination for the Ordering Activity's Convenience & [m] Termination for Cause.
- 29. CONTRACTOR TEAM ARRANGEMENTS:** Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with clause 552.238-74 – Industrial Funding Fee and Sales Reporting.
- 30. BLANKET PURCHASE AGREEMENTS (BPA'S):** FAR 13.303-1 [a] defines BPA's as "a simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply". The use of BPA's under the Federal Supply Schedule Program is authorized as long as the terms of the applicable Schedule Contract allow it.

Agencies may qualify for the "best" quantity/volume discounts under the Contract based upon the potential volume of business that may be Generated regardless of the size of the individual orders. Agencies may also be able to secure a discount higher than that available in the Contract based on the aggregate volume of business available under a BPA.

# **CUSTOMER INFORMATION**

**31. PURCHASE OF OPEN MARKET ITEMS:** Open market items are also known as incidental items, non-contract items, non-schedule items, and items not on the specific contract. For administrative convenience, an ordering contracting officer may add items not on the schedule contract to a BPA or an individual task or delivery order, only if –

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed.
- (2) The ordering activity contracting officer has determined the price for the items not on the Schedule is fair and reasonable.
- (3) The items are clearly labeled on the order as items not on the Schedule.
- (4) All clauses applicable to items not on the Schedule are included in the order.

**32. COMPLIANCE WITH FEDERAL LABOR LAWS:** The McNamara-O'Hara Service Contract Act (SCA) of 1965 applies to every Contract entered into by the Federal Government for the principal purpose of providing services in the United States with service employees. Every service employee performing any of the schedule contract work must be paid not less than the monetary wages, and must be furnished fringe benefits, which the Secretary of Labor has defined via this Contract and for the classification in which the employee is working. Wage rates and fringe benefits required are specified in the SCA wage determination clauses included in this Contract.

**33. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES:** Prime contractors ( on cost reimbursement contracts ) placing orders under Schedules, on behalf of the ordering activity, shall follow the terms of the applicable schedule and authorization to be included with each order –

A copy of the authorization from the ordering activity with whom the Contractor has the prime contract and the following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of our Federal Supply Schedule Contract, the latter will govern.

**34. INSURANCE – WORK ON A GOVERNMENT INSTALLATION / FACILITY**  
( Jan 1997 FAR 52.228-5 )

- a. The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in this Schedule or elsewhere in the Contract.



## **CUSTOMER INFORMATION**

- b. Before commencing work under this Contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Federal Agency's interest shall not be effective –
  - 1. For such period as the laws of the State in which this Contract is to be performed; or
  - 2. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The contractor shall insert the substance of this clause including this paragraph in subcontracts that require work on a Federal installation or facility and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the Contract. The Contractor shall maintain a copy of all subcontractors proofs of insurance and shall make them available to the Contracting Officer upon request.

### **35. VARIOUS LABOR ( Hourly Rates ) CATEGORY DESCRIPTIONS:**

**DESIGNER / SPACE PLANNER** – Designated person will possess multiple skills to include AUTOCAD, credentialed design education, and a minimum ten (5) years of experience providing correlated services to previous and existing customers. References and access to verification of all references will be available upon request. In addition, a thorough knowledge of both modular and freestanding furniture as well as equipment options available from major manufacturers, dealers, and various resources will be provided. Professional performance and thorough communications via multiple means will be the standard.

**PROJECT MANAGER** - Designated person will work with the client to determine needs, priorities, define project specifications, and provide leadership for our entire Team. Their responsibility will include ( but not limited to ) meeting various deadlines / time commitments, day to day awareness of project status, budget concerns, and conformance with all production and safety standards. The various project Supervisors will report to the PM and make sure that he / she is aware of any and all issues, challenges, and developments in a very timely manner. Contingency plans and possible alternatives are a top priority for this person. A minimum education level will be a high school degree coupled with no less than five (5) years of actual project management experience. Additional skills would include computer literacy, good face to face communications, and a working ability to read, understand, and follow detailed plan drawings. References and access to verifications for potential customers will be standard operating procedure.



## **CUSTOMER INFORMATION**

**SUPERVISOR** - Designated person will have an extensive background (minimum 5 years) of on the job experience as a professional installer. They will possess a working knowledge of all our policies, procedures, and production standards and accept responsibility for the strict adherence thereof. They will understand that they are also responsible to either a Project Manager (customer's or ours) or a customer's designated contact to keep them informed of any and all issues that relate to the customer's satisfaction, concerns, and status. One of the major concerns and responsibilities will be the "quality" of installation services provided. Our "punch list" process is detailed and defined but our ultimate goal on every project is to have no items on the "list" or very minimal items at the most. And last but not least, our Supervisor's are held responsible for the customer's ultimate satisfaction. To accomplish that end, it is essential that the Supervisor has very good communication skills and a high level of professional appearance / demeanor. Should they encounter any situation that is the least bit uncomfortable for the customer; they are expected to get another member of the Management Team involved immediately. Immediate resolution of any situations that present a problem now or in the future are to be communicated and resolved as soon as possible.

**INSTALLER** – Each and every installer on our Team will have had the basic training required to fulfill our production standards plus enforce all of our procedural and safety policies. Though each may vary with their level of experience (apprentice to master) they will know exactly what our expectations demand from them. Each will have their own tools and their Supervisor (or Lead on smaller jobs) will have defined exactly what they to be doing at any given point of task progress. Each installer and all crew members are expected to have two forms of identification (one w/ picture) with them at all times.

**MOVER** – One of the most utilized SIN's (712-3) is the one titled Reconfiguration / Relocation Management. This is the category where most of our Mover designated personnel will be utilized. All of our Movers have multiple years of experience in the office and industrial relocation field but their specialty is the handling of modular office furniture of all types. They do on-site relocations as well as building to building relocations be they long distance or local situations. Handling any and all sensitive (also expensive) parts of furniture and equipment is our specialty and our value to anyone with major investment in equipment and furniture. Movers, packers, loaders, and drivers all report to a project Supervisor who will be responsible for handling all aspects of the job performance and the customer's satisfaction.

# CUSTOMER INFORMATION

**HOURLY RATES FOR ALL SIN's AND APPROPRIATE PERSONNEL DEFINED IN THE CONTRACT:**

**HOURLY RATES (rates include IFF) AND ALL NEGOTIATED DISCOUNTS (5%) HAVE BEEN DEDUCTED. FOLLOWING ARE NET RATES INCLUDING OVERTIME ADD ONS.**

Designations	Straight Time	Time & ½	Double Time
FURNITURE DESIGN / LAYOUT	\$76.57	\$114.86	\$153.14
PROJECT MANAGER	\$67.00	\$100.50	\$134.00
SUPERVISOR (all areas)	\$51.68	\$ 77.53	\$103.37
INSTALLER (w/truck)	\$64.13	\$ 96.20	\$128.26
INSTALLER (w/semi/trailer)	\$83.27	\$124.91	\$166.54
ADDITIONAL INSTALLER	\$46.90	\$ 70.35	\$ 93.80
MOVER (w/truck)	\$55.51	\$ 83.27	\$111.03
MOVER ( w/semi/trailer)	\$74.66	\$111.98	\$149.31
MOVER	\$38.29	\$ 57.43	\$ 76.57
WAREHOUSE LABOR (inc. lift)	\$38.29	\$ 57.43	\$ 76.57

**All Saturday, Sundays, and Holidays are considered Overtime unless defined otherwise by specific agreement with Contracting Officer**

## **ANCILLARY SERVICES:**

**Warehouse Storage Per Pallet Position (42"x 48"x 60") \$14.35 per month (inc. IFF)**

**All listed labor rates conform to the McNamara-O'Hara Service Contract Act of 1965 (a derivative of Davis Bacon Act) which defines compensation and benefits for employees providing services in a non-construction mode to all agencies of the Federal Government. Enforcement and guidelines established by the U.S. Dept. of Labor.**

